



*Executive Series*

**2024/2024e**



# Handy Reference Guide

Record your printer's Serial number \_\_\_\_\_

**59352601**

- For the latest info, go to <http://my.okidata.com>
- For more detailed info, see your On-Line User's Guide

**OKI**

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# Ordering Replacement Supplies

## How to Order

- Consult the dealer where you purchased your printer/color copy system.
- To locate the dealer closest to you, call 1-800-OKI-DATA (1-800-654-3282).

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### Take Advantage of OKI Supply Manager

Don't run out of supplies again!

- Calculates your usage based on information you provide.
- Sends you an email reminder when it's time to reorder.

To register for Supply Manager, go to [www.okidata.com](http://www.okidata.com).

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## Order Numbers

### *Important!*

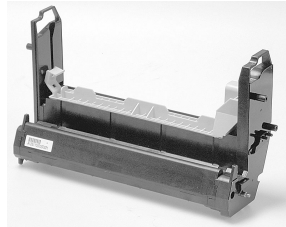
*Be sure to purchase only consumables designated Type C4.*

### Toner Cartridges, Type C4



Color	OKI Part No.
Black.....	52114901
Cyan.....	52114902
Magenta.....	52114903
Yellow.....	52114904

### Image Drums, Type C4



Color	OKI Part No.
Black.....	56117901
Cyan.....	56117902
Magenta.....	56117903
Yellow.....	56117904

# Media Settings

## Why Change Media Settings?

Improper media settings:

- cause poor quality printing
- cause flaking
- *can damage the printer*

## Default Media Settings

### The Default Setting

The default media weight setting for all trays (including optional tray 2) is AUTO.

### Changing Defaults

To change the printer's default settings for print media, see pages 5 and 6.

## Resetting to the Original Defaults

**Note:** The ... which appears in these steps indicates that you should keep pressing the button repeatedly until you see the display indicated.


To reset the printer menu to its original default settings:

1. Press  ...

---

MAINTENANCE MENU


---

2. Press  ...

---

EEPROM RESET  
EXECUTE

---

3. Press  .

The printer resets and returns to the on-line state.

# Media Settings (cont.)

## Media Settings for Individual Print Jobs

If you are printing a job on special media, you can temporarily load the media in a tray and change the media settings for that tray *in the driver* as you print the job.

## Ranges for Printer Media Weight Settings

**Note:** To determine if a paper weight is US Bond or Index, check the metric equivalent. E.g.,  
35 lb. *US Bond* = 132 g/m<sup>2</sup>  
35 lb. *Index* = 64 g/m<sup>2</sup>.

For more information, go to [www.paper-paper.com/weight.html](http://www.paper-paper.com/weight.html).

**Table 1: MediaWeight Settings, US Bond**

Setting	US Bond (Metric)
Auto ( <i>default</i> )	17 to 54 lb. (64 to 203 g/m <sup>2</sup> )
Light	17 lb. (64 g/m <sup>2</sup> )
Medium Light	18 to 19 lb. (68 to 71 g/m <sup>2</sup> )
Medium	20 to 24 lb. (75 to 90 g/m <sup>2</sup> )
Medium Heavy	25 to 27 lb. (94 to 101 g/m <sup>2</sup> )
Heavy	28 to 32 lb. (105 to 120 g/m <sup>2</sup> )
Ultra Heavy	33 to 54 lb. (124 to 203 g/m <sup>2</sup> )

**Table 2: MediaWeight Settings, Index**






Setting	Index (Metric)
Auto ( <i>default</i> )	35 to 113 lb. (64 to 203 g/m <sup>2</sup> )
Light	35 lb. (64 g/m <sup>2</sup> )
Medium Light	37 to 40 lb. (68 to 71 g/m <sup>2</sup> )
Medium	42 to 50 lb. (75 to 90 g/m <sup>2</sup> )
Medium Heavy	52 to 56 lb. (75 to 90 g/m <sup>2</sup> )
Heavy	52 to 67 lb. (94 to 120 g/m <sup>2</sup> )
Ultra Heavy	69 to 113 lb. (124 to 203 g/m <sup>2</sup> )

# Changing Default Media Settings: Trays 1, 2, 3

**Note:** The “...” in these steps indicates that you should keep pressing the button repeatedly until you see the display indicated.

## To Set Transparencies as the Default Media

### *Set the Media Type*






1. Press  ...  
-----  
MEDIA MENU  
-----
2. Press  ...  
-----  
TRAYZ\* MEDIATYPE  
XXXX\*\*  
-----
3. Press  ...  
-----  
TRAYZ\* MEDIATYPE  
TRANSPARENCY  
-----
4. Press  , press  .  
-----

\* Z = 1, 2, or 3, depending on which tray you are changing.

\*\* XXXX = current media type setting.

## To Set Labels, Heavy Paper, etc., as the Default Media

### *Set the Media Weight*

1. Press  ...  
-----  
MEDIA MENU  
-----
2. Press  ...  
-----  
TRAYZ\* MEDIAWEIGHT  
AUTO  
-----
3. Press  ...  
-----  
TRAYZ\* MEDIAWEIGHT  
YYYY\*\*  
-----
4. Press  , press  .  
-----

\* Z = 1, 2, or 3 (tray you are using).

\*\* YYYY = Medium, Medium Heavy, Heavy, or Ultra Heavy

# Changing Default Media Settings: Multi-Purpose (MP) Tray

## To Set Transparencies as the Default Media

**Note:** The “...” in these steps indicates that you should keep pressing the button repeatedly until you see the display indicated.


### First, Check/Set the Media Size to Letter (Default) or A4

1. Press  ...

---

MEDIA MENU

---

2. Press  ...

---

MP TRAY PAPERSIZE  
XXXX\*

---

3. Press  ...

---

MP TRAY PAPERSIZE  
LETTER


---

or

---

MP TRAY PAPERSIZE  
LETTER

---

4. Press  .


### Then, Set the Media Type

1. Press  ...

---

MP TRAY MEDIATYPE  
XXXX\*



---

2. Press  ...

---

MP TRAY MEDIATYPE  
TRANSPARENCY

---

3. Press  , press  .

---


\* XXXX = current setting.

# Changing Default Media Settings: Multi-Purpose Tray (cont.)

## To Set Labels or Heavy Paper as the Default Media

**Note:** The “...” in these steps indicates that you should keep pressing the button repeatedly until you see the display indicated.


### First, Check/Set the Media Size (Default = Letter)

1. Press  ...

---

MEDIA MENU


---

2. Press  ...

---

MP TRAY PAPERSIZE  
XXXX\*


---

3. Press  ...


---

MP TRAY PAPERSIZE  
YYYY†

---

4. Press  .


## Then, Set the Media Weight

1. Press  ...

---

MP TRAY MEDIAWEIGHT  
XXXX\*



---

2. Press  ...

---

MP TRAY MEDIAWEIGHT  
ZZZZ

---

3. Press  , press  .

\* XXXX = current setting.

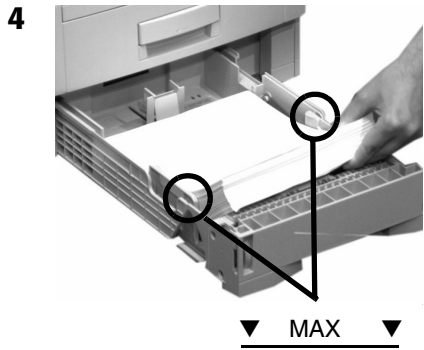
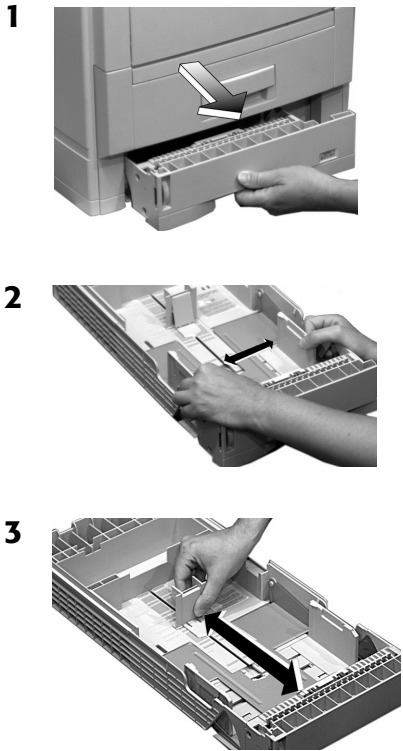
† YYYY = Letter, Legal-14,  
Legal-13.5, Executive, Custom

\*\* ZZZZ = Medium, Heavy, or Ultra  
Heavy



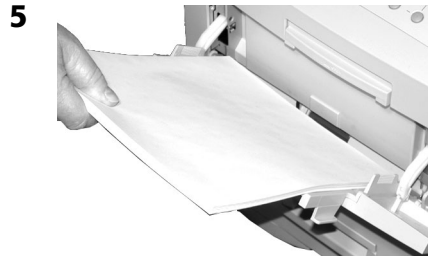
# Loading Media: Trays 1, 2 & 3

<b>Media Weight Range:</b>	20 to 54 lb. <i>US Bond</i> (75 g/m <sup>2</sup> to 203 g/m <sup>2</sup> )
<b>Media Size Range:</b>	<b>Tray 1</b> <i>Paper: min. 4.13" x 5.83"; max. 8.5" x 14" (Non-standard sizes must be defined in driver before printing.)</i> <i>Transparencies: letter or A4</i> <b>Trays 2 &amp; 3 (Optional)</b> <i>Paper: min. 5.83" x 8.27"; max. 8.5" x 14" (Non-standard sizes must be defined in driver before printing.)</i>
<b>Capacity:</b>	530 sheets of 20-lb. paper

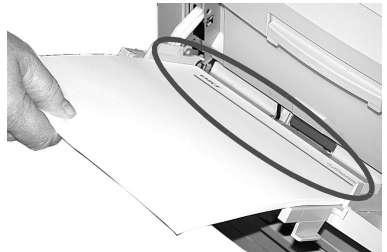


# Loading Media: Multi-Purpose (MP) Tray

<b>Media Weight Range</b>	up to 113 lb. <i>Index</i> (203 g/m <sup>2</sup> )
<b>Media Size Range:</b>	min. 3.5" x 5"; max. 8.5" x 14" ( <i>Non-standard sizes must be defined in driver before printing.</i> )
<b>Takes:</b>	100 sheets of 20-lb. US Bond paper 50 transparencies 10 envelopes Labels: max. feed stack = about 3/8-inch (1 cm) high



6 **For letterhead stationery:**



# Selecting/Using Paper

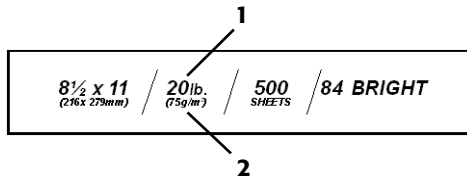
## Important Information!

For optimum results make sure that the paper you use conforms to the specifications outlined in the following pages.

We do not recommend the following paper types for use in your printer:

- Paper with cutouts, perforations, or excessive paper dust.
- Heavily coated, glossy, or smooth paper
- Recycled paper
- Embossed, rough, or heavily textured paper
- Paper, inks and dyes that cannot withstand pressure and heat.

Sample Ream Label:



1 Media Weight, US Bond (see page 4) [sometimes given as substance]

2 Media Weight, Metric: Look for this to confirm US Bond vs. Index.

# Selecting/Using Paper (continued)

## Specifications

**Caution!**

The ink on pre-printed letterhead stationery must be able to withstand 446°F (230°C) for 0.2 second, including mechanical pressures to 25 psi (1.8 kg/cm<sup>2</sup>).

**Note:** If you experience curling when printing a file in duplex mode, switch to 28-lb. US Bond paper.

Sizes	Feed Tray	Exit Tray	Media Type Setting	Media Weight Setting	Recommended Papers
<ul style="list-style-type: none"> <li>• Letter</li> <li>• Executive</li> <li>• Legal-14, -13.5, -13</li> <li>• A4, A5, A6</li> <li>• B5</li> <li>• Custom (MP Tray Only)<sup>a</sup></li> </ul>	Tray 1	Top Rear	<ul style="list-style-type: none"> <li>• Plain (default)</li> <li>• Letterhead</li> </ul>	Auto	<ul style="list-style-type: none"> <li>• OKI 52206101 Bright White Proofing Paper, 32-lb. US Bond</li> <li>• Hammermill Laser Printer Radiant White, 24 lb., US Bond</li> <li>• Xerox 4024, 20 lb.</li> </ul> <p><i>For best results: temperature = 65 to 77°F ; humidity = 40 to 65%RH</i></p>
	MP Tray	Rear Only	<ul style="list-style-type: none"> <li>• Plain (default)</li> <li>• Letterhead</li> </ul>	Auto	
<ul style="list-style-type: none"> <li>• Letter</li> <li>• Executive</li> <li>• Legal-14, -13.5, -13</li> <li>• A4, A5, B5</li> </ul>	Optional Trays 2, 3	Top Rear	<ul style="list-style-type: none"> <li>• Plain (default)</li> <li>• Letterhead</li> </ul>	Auto	

a. Min. = 3.9" x 3.9"; max. = 8.5" x 14". Custom sizes must first be defined in the printer driver: see your on-line User's Guide for more information.

# Selecting/Using Transparencies

## Specifications

### Caution!

Transparencies must be able to withstand 446°F (230°C) for 0.2 second, including mechanical pressures to 25 psi (1.8 kg/cm<sup>2</sup>).

### Important!

Use only recommended transparencies.

Usable Sizes	Feed Tray	Exit Tray	Media Type Setting	Media Weight Setting	Recommended Transparencies
<ul style="list-style-type: none"><li>• Letter</li><li>• A4</li></ul>	<ul style="list-style-type: none"><li>• Tray 1</li><li>• MP Tray</li></ul>	Rear Only	Transparency	Any (Ignored)	<ul style="list-style-type: none"><li>• OKI 52205701</li><li>• 3M CG3720</li><li>• Folex BG67 (A4)</li></ul>

## Printing Transparencies

### For Individual Print Jobs on Transparencies

Make the following settings in the printer *driver* as you print the job:

- Source = Tray1 or MP Tray
- Media Size = Letter or A4
- Media Type = Transparency
- Windows® Adobe® PostScript® driver only: deselect Media Check:

*Windows 2000/XP*

Printing Preferences → Advanced → Document Options → Printer Features → Media Check = Off.

*Windows Me/98/95*

Properties → Setup tab → Paper Feed Options → deselect Media Check.

*Windows NT 4.0*

Document Defaults → Input Slot Option → Media Check = Off.

### Making Transparencies the Default Print Media

#### Tray 1

If Tray 1 will normally be loaded with transparencies, set the printer menu as follows (see page 5):

- Tray1 MediaType = Transparency

#### MP Tray

If the MP Tray will normally be loaded with transparencies, set the printer menu as follows (see page 6):

- MP Tray PaperSize = Letter (the default) or A4
- MP Tray MediaType = Transparency

# Selecting/Using Labels

## Label Parameters

### Important!

Place labels in the MP Tray face up.

### Caution!

Labels must be able to withstand 446°F (230°C) for 0.2 second, including mechanical pressures to 25 psi (1.8 kg/cm<sup>2</sup>).

Usable Sizes	Feed Tray	Exit Tray	Media Type Setting	Media Weight Setting	Recommended Labels
<ul style="list-style-type: none"><li>• Letter</li><li>• A4</li></ul>	MP Tray Only	Rear Only	Labels	<ul style="list-style-type: none"><li>• Medium</li><li>• Heavy</li><li>• Ultra Heavy</li></ul>	Avery 5161 White Laser Label, Letter size

## Printing Labels

### For Individual Print Jobs on Labels

Make the following settings in the printer driver as you print the job:

- Source = MP Tray
- Media Size = Letter or A4
- Media Type = Labels
- Windows® Adobe® PostScript® driver only: deselect Media Check (see page 12).

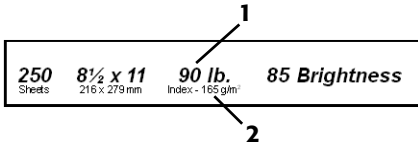
### Making Labels the Default Print Media for the MP Tray

If the MP Tray will normally be loaded with labels, set the printer *menu* as follows (see page 6):

- MP Tray PaperSize - Letter or A4
- MP Tray MediaType = Labels

# Selecting/Using Thick Media

## Sample Ream Label:



1 Media Weight, Index (see page 4).

2 Media Weight, Metric: Confirms Index vs. US Bond (see page 4)

### Caution!

*To prevent damage to the printer, it is very important to check the printer's media settings before printing on thick paper. It must be set to Medium, Heavy, or Ultra Heavy—depending on the thickness of the paper being used—or to Auto (see page 4 and “Printing Thick Paper” below).*

## Parameters

### Usable Sizes

- Letter, Executive, Legal-14, Legal-13.5, Legal-13
- A4, A5, A6, B5
- Custom (minimum = 3" x 5"; must be defined in the printer driver).

### Feed Tray

- Tray 1, optional Trays 2 and 3 (up to 98 lb. Index)
- MP Tray (up to 113 lb. Index)

### Exit Tray

- Rear Only

### Media Type Setting

- Card Stock

### Media Weight Setting

- Trays 1, 2, 3 = Auto
- MP Tray = Medium Heavy, Heavy, or Ultra Heavy (see page 4)

### Recommended Media\*

- OKI Premium Card Stock
  - 52205601, 60 lb. Cover
  - 52205602, 90 lb. Index
  - 52205603, 110 lb. Index
- Wasau Exact Index
  - 49108, 90 lb.
  - 49508, 110 lb.

\* For best print results:  
temperature = 65 to 77°F (18 to 25°C); humidity = 40 to 65%RH

## Printing Thick Paper

### Printing Individual Jobs

Make the following settings in the printer *driver* as you print the job:

- Source = Trays 1, 2 or 3 (to 98 lb. *Index*) or MP Tray (to 113 lb. *Index*)
- Size = see sizes at left
- Type = Medium Heavy, Heavy or Ultra Heavy (see page 4).

### Making Thick Paper the Default Print Media

Set the printer *menu* (see pages 5 and 6) to:

- PaperSize = see sizes at left.
- MediaType = Medium Heavy, Heavy or Ultra Heavy (see page 4)

# Selecting/Using Envelopes

## Specifications

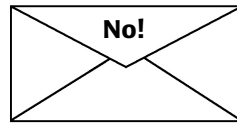
### Caution!

Envelopes must be able to withstand 446°F (230°C) for 0.2 second, including mechanical pressures to 25 psi (1.8 kg/cm<sup>2</sup>)

### Important!

For the best print results, use only the recommended envelopes.

Never use envelopes with metal clasps, snaps, windows, or V-flap seals:



Size	Feed Tray	Exit Tray	Media Type	Media Weight	Recommended
COM-10	MP Tray Only	Rear Only	Any Setting	Any Setting	OKI 52206301 OKI 52206302

## Printing Envelopes

### To Print an Individual Job on Envelopes

Make the following settings in the printer *driver* as you print the job:

- Source = MP Tray
- Size = COM-10

### Making Envelopes the Default Print Media for the MP Tray

Set the printer *menu* to (see pages 5 and 6):

- PaperSize = COM-10



# Selecting/Using OKI® Print Media

## OKI Synflex™\*



Order # 52205901

- ▶ Waterproof
- ▶ Tearproof
- ▶ White, 8½" x 11" (216 x 279 mm)
- ▶ 100 sheets/box

### Use Printer Settings

- Feed Tray = MP Tray Only
- Exit Tray = Rear Only
- MediaType = Plain
- MediaWeight = Ultra Heavy

## OKI Bright White Proofing Paper\*

Order # 52206101

- ▶ White, 32-lb., 8½" x 11"
- ▶ 500 sheets/box

### Use Printer Settings

- Feed Tray = Any
- Exit Tray = Top or Rear
- MediaType = Plain
- MediaWeight = Auto

## OKI Premium Envelopes

Order #s

52206301 (Box 100)

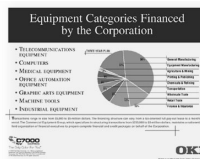
52206302 (Box 500)

- ▶ COM-10 (#10), white wove
- ▶ Security tinted, Redi-Strip seal

\* For best results: temperature = 65 to 77°F; humidity = 40 to 65%RH

## OKI Premium Color Transparencies

Order # 52205701



- ▶ 8½" x 11" (216 x 279 mm)
- ▶ 50 sheets/box

### Use Printer Settings

- Feed Tray: Tray 1 or MP Tray
- Exit Tray: Rear Only
- Media Type: Transparency
- Media Weight: Any (ignored)

## OKI Premium Card Stock\*

Weight	OKI Order #
60 lb. (Cover)	52205601
90 lb. (Index)	52205602
110 lb. (Index)	52205603

- ▶ Acid-free archival quality
- ▶ White, 8½" x 11" (216 x 279 mm)
- ▶ 250 sheets/box

### Use Printer Settings

- Feed Tray: MP Tray Only
- Exit Tray: Rear Only
- Media Type: Plain
- Media Weight:
  - 60 lb. = Heavy
  - 90, 110 lb. = Ultra Heavy

To purchase OKI media, contact your local OKI dealer or visit us at [www.okidata.com](http://www.okidata.com).

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# Ideas for Using Printer Features

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**Note:** For detailed information on these features, see your on-line User's Guide

## Secure Print Feature

► **Ideal for printing confidential documents on a network system.**

### Idea!

When printing special media, use this feature to prevent documents being sent by other clients on the network from printing on your media:

- Create your document and store it in the printer's memory.
- Load the special media.
- Start printing the document by accessing it through the front panel (see page 18).

## Proof & Print Feature

► **Use Proof & Print to proof your document before printing multiple copies.**

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**my.okidata.com**  
Your Personal Solutions Center

For the latest information and ideas for your printer, go to **my.okidata.com**.

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## Overlays (Forms)

**Note:** Overlay elements must be created in your software application, then sorted on the printer's hard drive using OKI Storage Device Manager before they can be used.

► **Great for adding logos, addresses, letterheads, etc., to your document, in any combination.**

### Ideas!

Use overlays:

- in place of pre-printed stationery.
- to create forms from pre-stored modular pieces.

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## Share Your Ideas!

Have you been using your OKI color printer's features in a creative way?

Please share your ideas with us!

- Go to [my.okidata.com](http://my.okidata.com) and click Contact Us.
  - Write us at:  
Training & Publications Dept.  
Oki Data Americas, Inc.  
2000 Bishops Gate Blvd.  
Mt. Laurel, NJ 08054-4620  
USA
- 
-

# Secure Print

To print out a secure (confidential) document, you must know:

- the document name
- your personal password (PIN)

## To Print a Confidential Document Using the Control Panel


**Note:** The “...” in these steps indicates that you should keep pressing the button repeatedly until you see the display indicated.

1. Press  ...

---

PRINT JOBS MENU

---

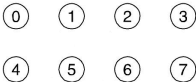
2. Press 

---

PRINT JOBS MENU  
PIN:

---


3. Enter your PIN using the control panel:



---

SELECT JOB  
ALL JOBS


---

4. Press  ...

---


PRINT JOBS MENU  
[JOB NAME]


---

5. Press  .
6. The document prints and is deleted from the printer’s hard drive.
7. The printer goes back on line.

## To Delete the Document *before* Printing It

Follow steps 1 through 4 above, then:

1. Press  .

2. Press  .

3. The document is deleted from the printer’s hard drive and the printer goes back on line.

# Proof & Print

To print a proofed document, you must know:

- the document name
- your personal password (PIN)

## To Print a Proofed Document Using the Control Panel


**Note:** The “...” in these steps indicates that you should keep pressing the button repeatedly until you see the display indicated.

1. Press  ...

---

PRINT JOBS MENU

---

2. Press  .


---

PRINT JOBS MENU  
PIN:

---

3. Enter your PIN using the control panel:


   

---

SELECT JOB  
ALL JOBS


---

4. Press  ...

---

PRINT JOBS MENU  
XXXX\*



---

5. Press  .
6. The document prints and is deleted from the printer’s hard drive.
7. The printer goes back on line.

\* XXXX = the name of the job you wish to print.

## To Delete the Document *before* Printing It

Follow steps 1 through 4 above, then:

1. Press  .
2. Press  .
3. The document is deleted from the printer’s hard drive and the printer goes back on line.

# Printing Built-In Reports

## Printing the Menu Defaults (MenuMap)


To print a list of the current menu settings:

1. Press  ...

---

INFORMATION MENU


---

2. Press  ...

---

PRINT MENU MAP

---

3. Press  .

## Printing the File List

To print a list of the files stored on the printer's hard drive:

1. Press  ...

---

INFORMATION MENU


---

2. Press  ...

---




PRINT FILE LIST

---




3. Press  .

# Printing Built-In Reports (cont.)

## Printing the Demo Page

1. Press  ...  
-----  
INFORMATION MENU  
-----
2. Press  ...  
-----  
PRINT DEMO1  
-----
3. Press  .

## Printing Lists of Fonts (PCL, PostScript, IBM Proprinter, or Epson FX Emulation)

1. Press  ...  
-----  
INFORMATION MENU  
-----
2. Press  ...  
-----  
PRINT XXXX\* FONTS  
-----
3. Press  .






\* XXXX = PCL, PS, IBM PPR, or Epson FX.

# Setting Power Save Parameters

## Power Save






Power Save sets how long the printer waits before going into standby mode. This saves energy, but the printer requires time to warm up when it receives a print job or if you want to enter the menu and change settings.

## Setting the Power Save Interval

1. Press  ...  
-----  
SYSTEM CONFIG MENU  
-----
2. Press  ...  
-----  
POWER SAVE DELAY TIME  
60 MIN  
-----
3. Press  ...  
-----  
POWER SAVE DELAY TIME  
XX\* MIN  
-----
4. Press  , press  .

\* XX = 5, 15, 30, 60 (default), 240 minutes.

## To Disable/Enable Power Save

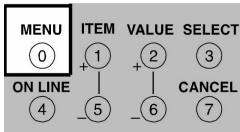
1. Press  ...  
-----  
MAINTENANCE MENU  
-----
2. Press  ...  
-----  
POWER SAVE  
ENABLE†  
-----
3. Press  ...  
-----  
POWER SAVE  
DISABLE†  
-----
4. Press  , press  .

† Pressing the **ITEM** button toggles back and forth between Enable and Disable.

# Control Panel Buttons



## MENU Button



## Printer On Line or Off Line

Press to enter the Menu mode.

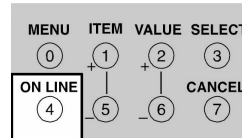
## Menu Mode

- Press to advance to the next Category in the Menu
- Press and hold for 2 seconds or longer to go back to the previous Category.

## Password (PIN) Mode

Press to enter a zero in the password.

## ON LINE Button



## Printer On Line/Off Line

Press to place the printer off line/on line.

## Menu Mode

Press to exit the Menu mode and go back on line.

## Password (PIN) Mode

Press to enter the number 4 in the password.

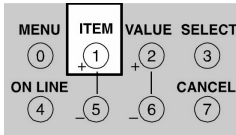
## Error Mode (Attention light blinking)

- If the paper size requested by the print job is different from the paper specified as in the tray, press ON LINE to force the job to print.
- If you have selected manual print in the driver, load paper in the MP tray, then press ON LINE to print the job.



# Control Panel Buttons (cont.)

## ITEM + Button



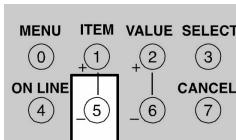
### Menu Mode

- Press to advance to the next Item in the Menu.
- Press and hold to advance through the menu Items quickly.

### Password (PIN) Mode

Press to enter the number 1 in the password

## ITEM - Button



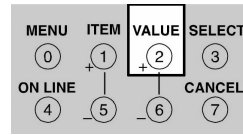
### Menu Mode

- Press to go back to the previous Item in the Menu.
- Press and hold to advance backward through the menu Items quickly.

### Password (PIN) Mode

Press to enter the number 5 in the password.

## VALUE + Button



### Menu Mode

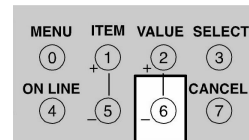
Press to advance to the next Value for an Item in the Menu.

Press and hold to advance through the Values quickly.

### Password (PIN) Mode

Press to enter the number 2 in the password.

## VALUE - Button



### Menu Mode

Press to go to the previous Value for an Item in the Menu.

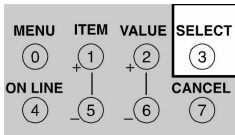
Press and hold to advance backward through the Values quickly.

### Password (PIN) Mode

Press to enter the number 6 in the password.

# Control Panel Buttons (cont.)

## SELECT Button



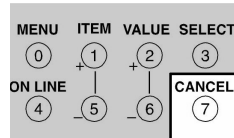
### Menu Mode

- Press to engage a new value for an Item (An asterisk appears next to the new setting).
- Press to initiate the action indicated on the display (e.g., print MenuMap).

### Password (PIN) Mode

Press to enter the number 3 in the password.

## CANCEL Button



### Printer On Line

Press to delete a job being processed:

- If the job is being printed, it will be cancelled and deleted.
- If the job is still being received, it continues until all the data is received, then is deleted.

### Menu Mode

Press to exit the Menu mode and place the printer back on line.

### Password (PIN) Mode

Press to enter the number 7 in the password.

### Error Mode (Attention light blinking)

Press to delete a job being processed. Once the job has been deleted, the printer will return to the original error status.

# Control Panel Lights



## Ready LED (Green)

### On

The printer is on line.

### Off

The printer is off line.

### Flashing

The printer is receiving data.

## Attention LED (Red)

### On: *Warning!*

The printer needs attention, but can continue to operate.

The display message indicates the nature of the problem: e.g., TONER LOW, PAPER NEAR END, etc.

### Off

Normal.

### Blinking: *Alarm!*

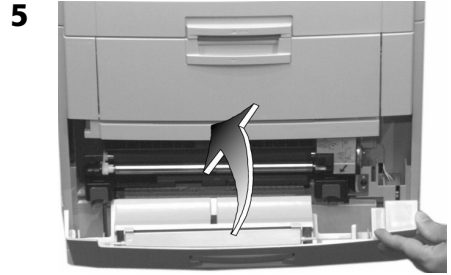
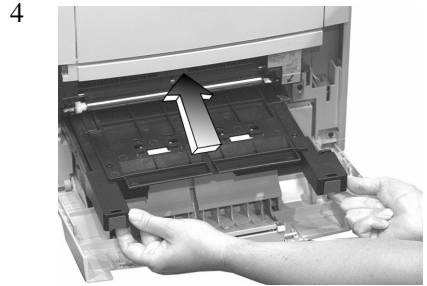
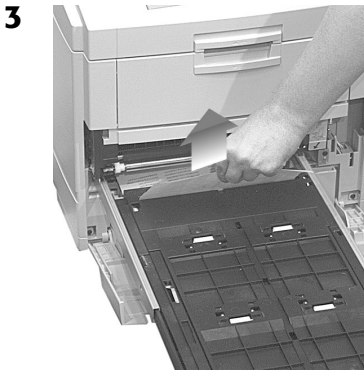
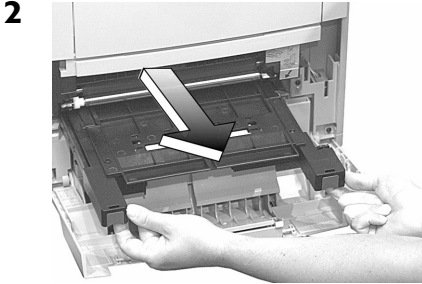
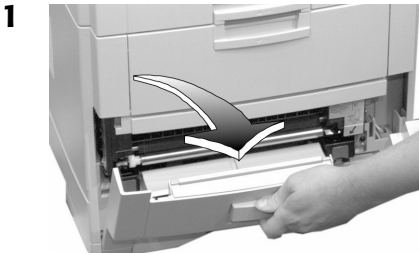
The printer needs attention immediately.

The display message indicates the nature of the problem: e.g., PAPER JAM, TRAY1 EMPTY, etc.

# Clearing Media Jams

## Jam 370

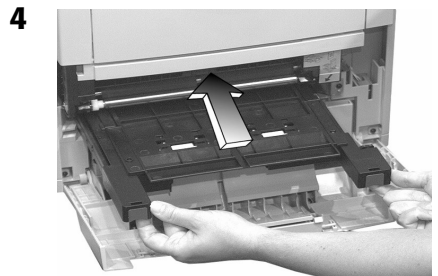
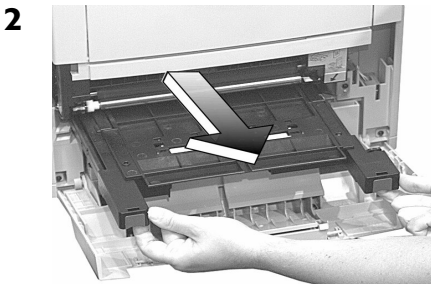
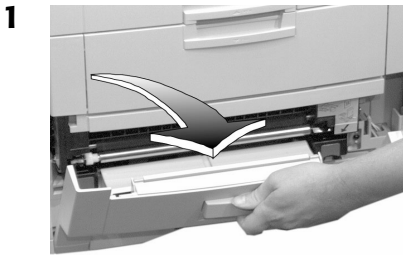
**CHECK DUPLEX  
370: PAPER JAM**



# Clearing Media Jams (cont.)

## Jam 371

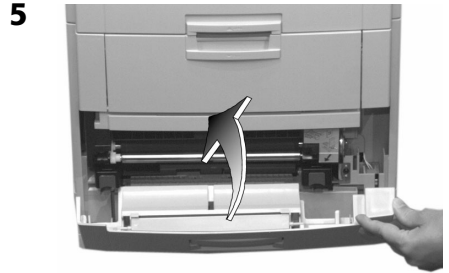
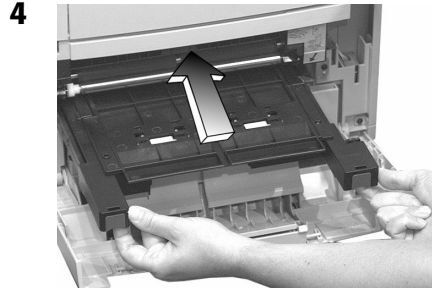
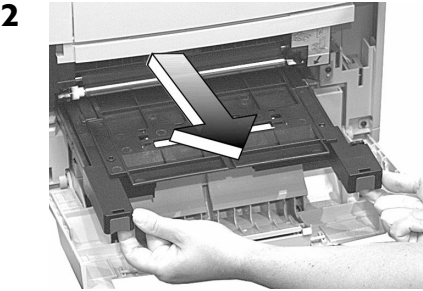
**CHECK DUPLEX**  
**371: PAPER JAM**



# Clearing Media Jams (cont.)

## Jam 372

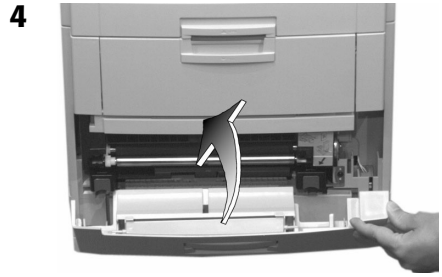
CHECK DUPLEX  
372: PAPER JAM



# Clearing Media Jams (cont.)

## Jam 380

**OPEN FRONT COVER**  
**380: PAPER JAM**



# Clearing Media Jams (cont.)

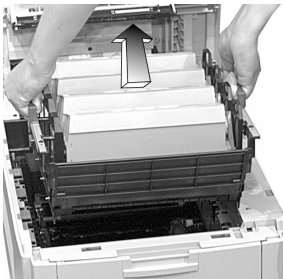
## Jam 381

OPEN UPPER COVER  
381: PAPER JAM

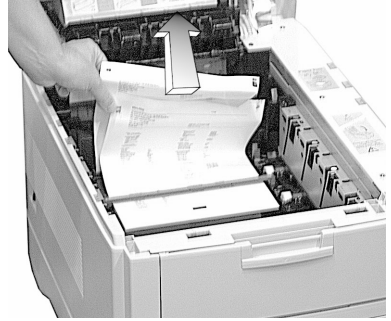
1



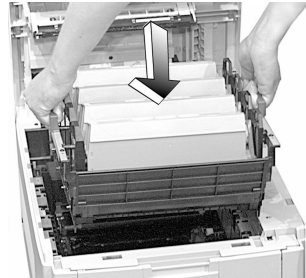
2



3



4



5



### **Caution!**

*To avoid damage to the drums:*

- *Be sure to set the toner/drum cradle on a flat surface*
- *Do not touch the shiny green area on the bottom of the drums.*

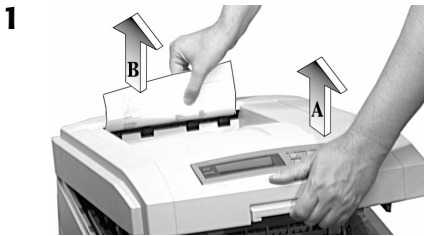


# Clearing Media Jams (cont.)

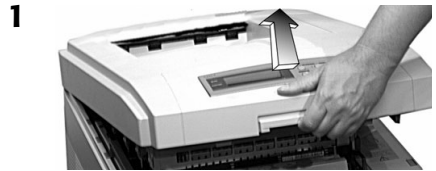
## Jam 382

OPEN UPPER COVER  
382: PAPER JAM

### If the sheet is visible:

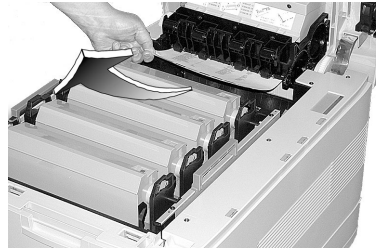


### If the sheet is inside:



#### **Warning!**

*The fuser may be very hot from printing.*



**Note:** If the sheet is stuck in the fuser, skip to the next page.



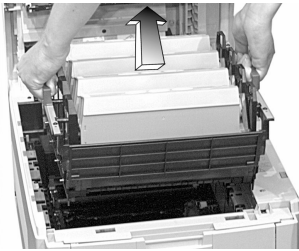
# Clearing Media Jams (cont.)

## Jam 382 (cont.)

If the sheet is inside and caught in the fuser:

**Warning!**

*The fuser may be very hot from printing.*

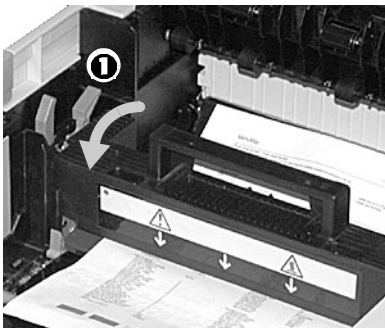


**Caution!**

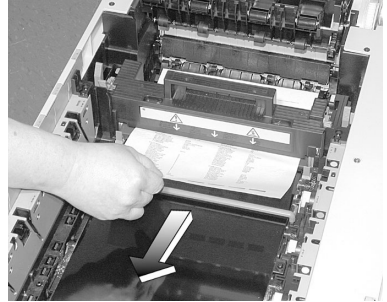
*To avoid damage to the drums:*

- Be sure to set the toner/drum cradle on a flat surface
- Do not touch the shiny green area on the bottom of the drums.

**2** Pull the fuser roller lock levers (1) at either end of the fuser forward:



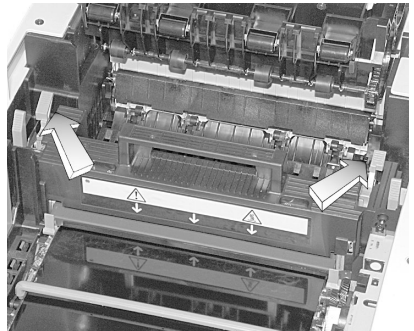
**3**



**Note:** If you need to remove the fuser:

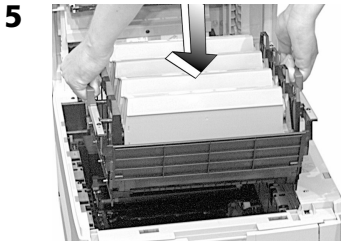
1. Push back on the blue lock levers at either end and lift it out.
2. Remove the sheet.
3. Put the fuser back.

**4** Push the fuser roller lock levers at either end of the fuser back:



# Clearing Media Jams (cont.)

## Jam 382 (cont.)

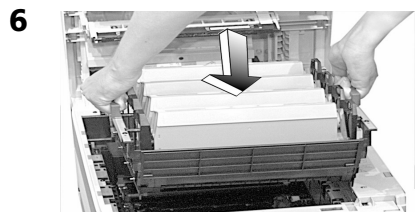
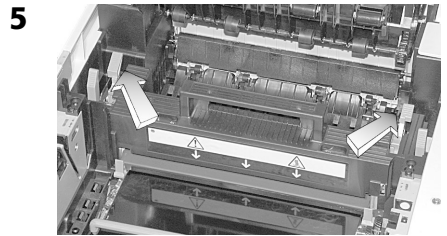
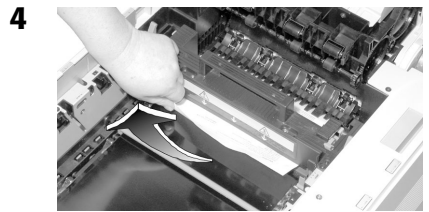
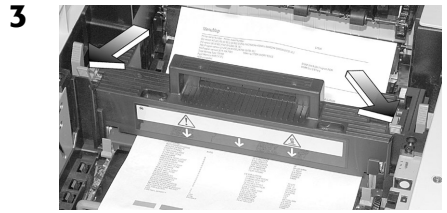
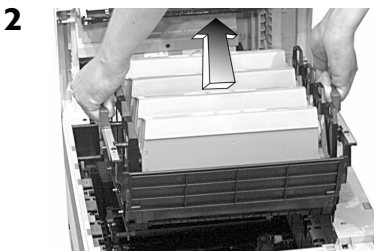


## Jam 383

---

**OPEN UPPER COVER**  
**383: PAPER JAM**

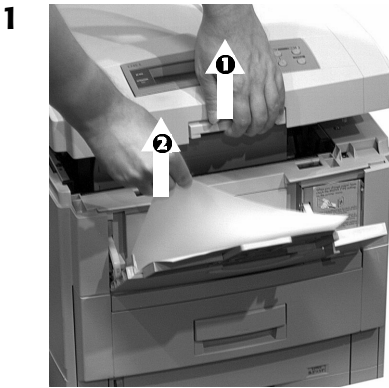
---



# Clearing Paper Jams (cont.)

## Jam 390

CHECK MP TRAY  
390: PAPER JAM



## Jam 391

CHECK TRAY 1  
391: PAPER JAM



# Clearing Paper Jams (cont.)

## Jams 392 and 393

---

**CHECK TRAY 2**  
**392: PAPER JAM**

---

---

**CHECK TRAY 3**  
**393: PAPER JAM**

---



# Changing Toner Cartridges

## Toner Cartridge Order #s:

- Black = 52114901
- Cyan = 52114902
- Magenta = 52114903
- Yellow = 52114904

### Caution!

Use only Type C4 Toner.

## INSTALL NEW TONER

nnn: XXXX\* TONER EMPTY

\* nnn: XXXX =

- |             |              |
|-------------|--------------|
| 410: YELLOW | 411: MAGENTA |
| 412: CYAN   | 413: BLACK   |

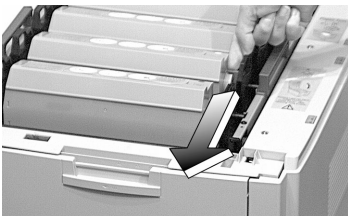
1 Off!



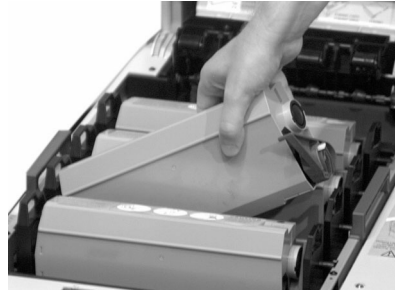
2



3



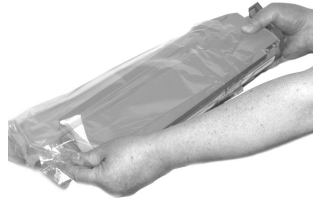
4



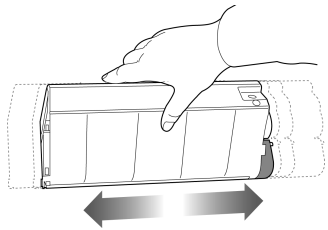
### Important!

Discard toner cartridges in accordance with local regulations!

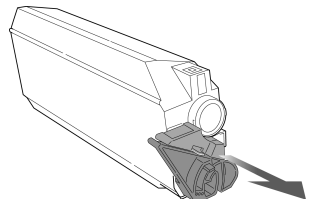
5



6

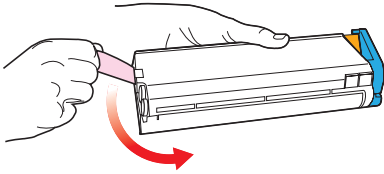


7

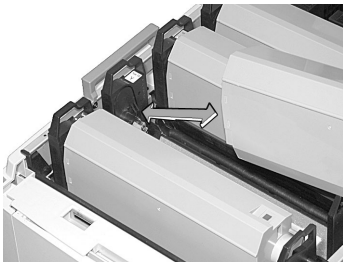


# Changing Toner Cartridges (cont.)

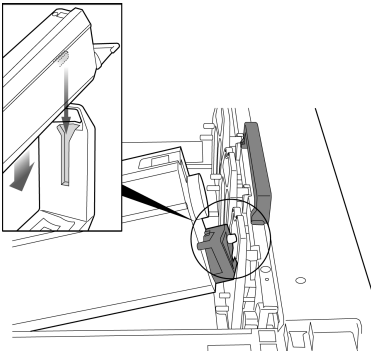
8



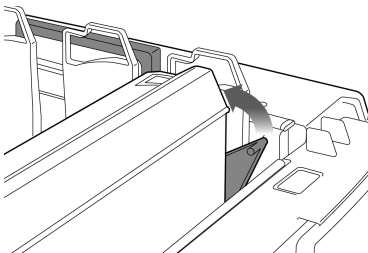
9



10



11



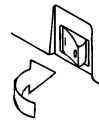
12



13



14 **Back On.**



## **Important!**

The **TONER LOW** message should disappear from the display. If it doesn't, try printing a page. If it still doesn't disappear, reinstall the toner cartridge.

---

# Error Messages

---

Some of the more common error messages appear below. For additional error messages, see your on-line User's Guide.

---

## XXX TONER LOW

---

### *The Problem*

Appears on the second line of the display to indicate that color XXX toner cartridge is getting low.

**Note:** If you have changed the LOW TONER item in the SYSTEM CONFIG MENU to STOP, the ATTENTION light will blink and you must either replace the toner cartridge immediately or press the ON LINE button to continue printing.

### *What to Do*

Be sure you have a replacement toner cartridge (see page 37) on hand.

---

## INSTALL NEW TONER nnn: XXXX TONER EMPTY

---

### *The Problem*

The toner cartridge indicated (XXX) has run out of toner.

### *What to Do*

Replace the toner cartridge. See page 37.

---

## XXXX DRUM NEAR LIFE

---

### *The Problem*

Appears on the second line of the display to indicate that color XXXX (e.g., BLACK) image drum needs to be replaced.

### *What to Do*

Replace the XXXX image drum. (See the instructions supplied with the new image drum.)

---

## INSTALL ADDITIONAL MEMORY 420: MEMORY OVERFLOW

---

### *The Problem*

The amount of data in the file being printed has exceeded the printer's memory.

### *What to Do*

- Reduce the size of the file being printed (e.g., print the file as separate groups of pages instead of all the pages at one time).
- Install additional memory in the printer (see your on-line User's Guide for more information).



# Error Messages (cont.)

---

## SET XXX ON MPTRAY AND PUSH ON-LINE SWITCH

---

### *The Problem*

The printer has received a job for printing from the Multi-Purpose Tray and no media is loaded in the tray.

### *What to Do*

Load the requested media (XXX) in the Multi-Purpose Tray, then press ON LINE.

---

---

## t NEAR END

---

### *The Problem*

Appears on the second line of the display to indicate that the media in tray t is almost out.

### *What to Do*

Load more media in the tray before printing any large print jobs from that tray.

---

## REMOVE THE PAPER 480: STACKER FULL

---

### *The Problem*

The stack of paper in the top (face down) output tray is blocking the printed sheets trying to exit the printer.

### *What to Do*

Remove the stack of printed sheets from the top output tray.

---

---

## REMOVE THE PAPER nnn: TRAY X UNSUITABLE SIZE

---

### *The Problem*

The paper in Tray X (e.g., 450: TRAY 1) is not a size that can be fed through the tray.

### *What to Do*

Replace the paper in the tray with an appropriate size.

---

# Error Messages (cont.)

---

---

## CHECK FUSER UNIT 320: FUSER UNIT MISSING

---

### *The Problem*

The fuser is not properly installed.

### *What to Do*

Open the top cover and check the fuser:

1. Press down on the fuser to be sure it is firmly locked in place. The message should disappear.

**Note:** If the message still appears, push the blue latches at either end of the fuser back (toward the printer cover hinge) and lift the fuser out, then lower it back into the printer, pushing it firmly down in place. You should feel the latches at either end engage.

2. Close the cover.

---

## XXX TONER SENSOR ERROR

---

### *The Problem*

Appears on the second line of the display to indicate that there is a problem with the color xxx toner sensor.

### *What to Do*

Turn the printer off, then on again. If this does not clear the message, call your local service dealer.

---

## DISK FILE SYSTEM FULL

---

### *The Problem*

The printer's internal hard drive does not have enough memory to print the current job.

### *What to Do*

Either print out or delete some of the files already on the printer's hard drive (see pages 18 and 19).

**Note:** You can also use the OKI Storage Device Manager utility to clean up the printer's hard disk drive. See your on-line User's Guide for more information.

---

# Error Messages (cont.)

---

---

**PRESS ONLINE SW  
INVALID DATA**

---

*The Problem*

The hard disk drive is not available and job spooling cannot take place.

*What to Do*

Press the ON LINE button.

---

# Service & Support

---

## First ...

Consult the dealer where you purchased your printer/color copy system.

## Additional OKI Resources

- ▶ **Available 24 hours a day,  
7 days a week**
- Visit [my.okidata.com](http://my.okidata.com).
- Call 1-800-654-3282.

---

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